



DIVERSITY MANAGER

Purpose:

To actively support the City's mission of promoting mutual respect and understanding among the many groups of people who live, work, and visit Tempe through engagement and education of the City organization and community at large. Develop and coordinate special events and diversity programs as requested by management and elected officials to promote the City of Tempe.

Supervision Received and Exercised:

Receives general direction from the Strategic Management & Diversity Director.

Exercises direct supervision over the ADA Compliance Specialists. May provide functional and technical direction to professional and support staff.

Essential Functions:

Duties may include, but are not limited to, the following:

- Responsible for the administration of the daily operations of the City's diversity programs.
- Participates in the investigation and resolution of internal and external harassment and discrimination complaints.
- Serves as a resource and safe haven for employees for issues relating to diversity.
- Monitors and analyzes Equal Employment Opportunity (EEO) related reports and trends.
- Works with City departments to develop and improve diversity programs and efforts.
- Facilitates cultural awareness and diversity within the community.
- Conducts Training, selects speakers, and develops program content for workshops, seminars, and training sessions related to various cultural diversity and community relations issues.

CITY OF TEMPE

Diversity Manager (continued)

- Works closely with community leaders and citizens in developing community related programs.
- Builds community partnerships to achieve diversity goals.
- Assists with outreach efforts to provide more diverse representation on all citizen advisory boards.
- Supervises, directs, trains, and evaluates the work of the ADA Compliance Specialist.
- Advise Mayor and Council, City Manager and senior management on diversity issues; research, prepare and present oral and written reports and recommendations to Council and senior management.
- Research policy issues on specific diversity concerns and arrange meetings between community representatives and City staff and/or elected officials.
- Coordinate response to diversity issues with other departments, agencies and strategic teams.
- Chair the Diversity Steering Committee to address and resolve a wide variety of workforce inclusion issues and concerns; make recommendations and write reports outlining potential solutions.
- Develop and direct informational and recognition programs and events for the community, including annual MLK Diversity Awards, Mayor's Disability Awards, Tardeada, workshops, and related printed materials.
- Manage annual Unity Grant Program application review and selection process as well as funding allocations.
- Serve as staff liaison for the Human Relations Commission.
- Prepare the Office of Strategic Management & Diversity budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment materials, and supplies; administer the approved budget.
- Provide pro-active performance planning through ePerformance; utilize the ePlan to formalize performance goals, outline professional development plans, and discuss job competencies; utilize the eLogs as an electronic dialogue tool and communication resources for transparent documentation.
- Maintain effective and consistent one-on-one dialogue with employees on a regular basis.
- Perform related duties as assigned.

Minimum Qualifications:

Experience:

Four years of professional administrative or program management experience at a public agency preferably in a diversity or public outreach setting.

Education:

Requires a Bachelor's degree from an accredited college or university with major course work in business administration, public administration, or degree related to the core functions of this position.

Licenses/Certifications:

None

Examples of Physical and/or Mental Activities:

- Work in a stationary position for considerable periods of time
- Operates office equipment, such as computers, copy machine and calculators.
- Extensive reading and close vision work
- May require working extended hours

Competencies:

<http://www.tempe.gov/home/showdocument?id=26274>

Job Code: 350

Status: Exempt/ Classified